

**Illinois Capital Development Board Summer Internship Program**  
**Professional Services Unit**

**DESCRIPTION**

The intern will participate in the ongoing work of the Professional Services units by working closely with CDB staff on day-to-day tasks involving the development and design of construction projects at state facilities, forensic analysis of construction failures, researching building codes, and conducting and writing surveys. Work may include job shadowing Construction and/or Professional Services staff to learn about the various phases of projects, attending meetings, reviewing documents and completing special projects.

**PRINCIPAL ACCOUNTABILITIES**

1. Assist Professional Services staff with duties involving the various phases and scope of work concerning the planning, designing and reviewing of project phases under the jurisdiction of the Capital Development Board (CDB).
2. Through the survey process, participate in project development leading to funding and construction of buildings.
3. Under direction of Professional Services staff, research causes of construction failures and write report of findings and recommendations.
4. Research building codes, construction related codes, and legislation applicable to construction, and document findings.
5. Under the guidance of CDB Professional Services Unit staff, review construction documents for sufficiency.
6. Assist and Support in any other Agency needs or assignments.

**REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES**

- Must be at least 18 years old, a college student or enrolled in the fall semester
- Be well organized, detail oriented and have strong problem solving and writing skills
- Exhibit professional qualities regarding attitude, dress, appearance and personal bearing.
- Have the abilities to work both independently and collectively with others.
- Have basic computer skills

## **TIME COMMITMENT & STIPEND**

37.5 hours per week, June 1-August 15, 2016 with a stipend of \$1,364 per month. One internship position will be available with the Professional Services unit in Springfield

## **HOW TO APPLY**

Please send a cover letter, resume and official transcript or proof of enrollment in the fall semester by **April 11<sup>th</sup>** to:

Heather Humphrey, Personnel Administrator  
Illinois Capital Development Board  
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Springfield, IL 62706  
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